

Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

GOLDEN GATE REGIONAL CENTER

Position #472-083-8204-953

Job Title/Classification(s): OCCUPATIONAL THERAPIST

Work Hours: 0800-1630

Time Base: FULL TIME

Days Off: SATURDAY-SUNDAY

Location: Golden Gate Regional Center (GGRC)
3130 La Selva St., San Mateo, CA 94403

Post Date: 7/7/17

Final Filing Date: Until Filled

Information Sessions: **AUGUST 10, 2017 1300-1400 PLEASE BE PROMPT**

Location: SONOMA DEVELOPMENTAL CENTER, CAREER CENTER, ROOM J (Oak Valley)

Conference Number: (888) 363-4734 Participant Code 9386428

Position Description:
(For complete duties, please see
the duty statement on the
following page)

- The OT will consult with interdisciplinary team on issues related to the field of occupational therapy, review existing medical records, conduct home/facility visits, evaluate equipment needs, and coordinate meetings and communicate with local durable medical equipment vendors. keeps records and makes reports of treatment, and progress. Attends clinics, conferences, and meetings.

Desirable Qualifications:

- ❖ Provides specific observations, accurate assessments and documents timely reports.
- ❖ Deals tactfully and courteously with consumers, families, care providers, and the general public
- ❖ Evaluate the effectiveness of occupational therapy techniques
- ❖ Ability to articulate and implement IPP Plans.

Who May Apply: Any permanent full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7742. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
GOLDEN GATE REGIONAL CENTER
DUTY STATEMENT

Employee Name:

Work Location: **Golden Gate Regional Center (GGRC)**
 13130 La Selva St.
 San Mateo, CA 94403

Work Hours: **Monday-Friday**
 8am-5:00pm

JOB TITLE: **OCCUPATIONAL THERAPIST**

GENERAL STATEMENT OF DUTIES: This position supports and coordinates services related to occupational therapy for individuals with developmental disabilities who reside in the Marin, San Francisco and San Mateo counties. The Occupational Therapist will consult with the interdisciplinary team on issues related to the field of occupational therapy, review existing medical records, conduct home/facility visits, evaluate equipment needs, and coordinate meetings and communicate with local durable medical equipment vendors. This position is responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies and all information will be maintained for individuals served by GGRC as confidential.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by GGRC Clinical Supervisor. Performance appraisals will be completed by GGRC Clinical Supervisor in conjunction with Community State Staff Coordinator.

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Ongoing interaction with employees, developmental center staff, community providers and the general public. Work settings include Golden Gate Regional Center offices, client residences at Sonoma Developmental Center and residential care facilities in the Golden Gate (Marin, San Francisco, and San Mateo Counties) community. Position requires deskwork, use of telephones and computers, and frequent driving. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. May require driving within a 50-mile radius.

You are a valued member of the GGRC team. You are expected to work cooperatively with team members and others to enable GGRC to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

%	ESSENTIAL DUTIES
30	Assist with the DC closure plan by recommending community level of placement with Interdisciplinary Planning Team. Conduct community home/facility visits, recommend specific equipment (ex. ceiling lifts, grab bar locations, ramps, etc.), and confirm compatibility with the home/facility floor plan (ex. wheelchair turning radius).

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DUTY STATEMENT

30	Provide comprehensive evaluations as appropriate, including: neuro-developmental skills, oral motor function, orthopedic structural deficits, reflexes, ADL skills, range of motion, sensory integrative deficit skills, cognition, and positioning and equipment needs. Consult with staff, family members and/or primary providers regarding issues related to the field of occupational therapy, such as durable medical equipment (DME). Obtain bids from local DME vendors if generic resources, such as health insurance, will not fund equipment. Communicate with community OT's and PT's in regards to DME status and funding.
20	Document in a timely manner all consultation services given to the individuals supported by GGRC. Prepare progress notes, reports and other related correspondence and required documentation.
15	Provide trainings in ADL activities, positioning, dysphagia use of adaptive equipment, and other topics related to the field of occupational therapy for individuals served by GGRC, family members, GGRC staff, and care providers. Maintain list of generic resources, including donated equipment, for DME.
%	MARGINAL DUTIES
5	Participate in mediation and testify in Fair Hearings as needed for issues related to the field of occupational therapy.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

GGRC Supervisor's Name (Print)	GGRC Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.

Employee's Name (Print)	Employee Signature	Date
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